



**THE SUCCULENT KAROO ECOSYSTEM PROGRAMME (SKEP) and CAPE ACTION FOR PEOPLE AND THE ENVIRONMENT (C.A.P.E.) PROGRAMME**

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**CALL FOR SUBMISSION OF PROPOSALS**

**CONSERVATION MARKETPLACE: PROJECT DEVELOPMENT SUPPORT  
AS PART OF THE CONSERVATION CONNECTIONS EVENT 12 – 14 MAY 2009**

**CLOSING DATE: 23 February 2009**

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The Succulent Karoo Ecosystem and Cape Action for People and Environment Programmes (SKEP and C.A.P.E.) are convening a joint Conservation Marketplace on 12 May 2009. The Conservation Marketplace aims to facilitate direct engagements between project implementers and funding agencies/ donors and create the space for both project implementers and funding agencies to showcase their work.

As part of the preparation for the marketplace, SKEP and C.A.P.E. wish to procure a service provider or consortium of service providers to work closely with stakeholders in the Succulent Karoo and the Cape Floristic Region to develop and refine project concepts and support their subsequent development into biodiversity conservation concept notes that will be presented at the Marketplace. These concepts should contribute to the SKEP and C.A.P.E. Programme strategic objectives.

## **BACKGROUND**

The SKEP and C.A.P.E. Programmes evolved as a direct response to the need for the conservation of the rich biodiversity found in the Succulent Karoo and the Cape Floristic regions respectively. Both these programmes are driven and managed by a multiplicity of stakeholders who have vested interests in the conservation of biodiversity in both these regions. A key function of the Coordination Units of both of these programmes has been project development and the channeling of donor funding to project implementers on the ground.

The short term aim of the Conservation Marketplace is to facilitate engagement around funding opportunities and potential projects (through the presentation of project concepts) and see viable projects being developed and funded as a result. In the longer term, it is hoped that the event will lead to the development of relationships between project implementers and funding agencies.

## **SCOPE OF SERVICES REQUIRED**

In order to achieve this aim, the SKEP and C.A.P.E. Programmes are seeking the services of a consultant or consortium of service providers, to:

1. Work with the SKEP and C.A.P.E. Programme Coordination Units, Table Mountain Fund and SKEPPIES, to identify potential project implementers and associated projects in the Succulent Karoo and Fynbos Biomes,
2. Develop a format for the concept notes that will be presented at the Marketplace,
3. Provide direct assistance to potential project implementers in the development and refinement of project concepts as well as the write-up and submission of the project concept notes in the provided format. Project development support must be provided in a way that builds the capacity of project executants to subsequently develop full project proposals, and
4. Assist the projects in developing their presentations for the Conservation Marketplace event

## DELIVERABLES

1. A range of potential project implementers and associated potential projects are identified, and
2. A minimum of 20 project concepts, that are aligned with the objectives of SKEP and C.A.P.E., are developed and presented in the agreed format A minimum of 20 concept notes from across the Succulent Karoo and the Cape Floristic Region are developed and ready for presentation/printing by **24 April 2009**

## MINIMUM CRITERIA FOR SELECTION OF A SERVICE PROVIDER

1. Potential service providers or consortia must provide a succinct **motivation** that includes and demonstrates the skills, experience and track record of the applicant(s) to deliver the services required, as well as reflecting an understanding of key issues relating to the biodiversity conservation in the Succulent Karoo and Cape Floristic Region.
2. A Curriculum Vitae, to support the motivation and a tax clearance certificate.
3. Potential service providers will be required to meet with the SKEP-CAPE coordination units on an ongoing basis to consult on various aspects of work and report on progress.
4. Potential service providers must provide the SKEP-CAPE with a detailed budget, project plan (including time frames) for the delivery of the required services as part of the service delivery proposal.
5. The Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI procurement process applies to these terms of reference. In accordance with this the **80/20 point system** will be applied in evaluating proposals, where technical merit and price constitute 80 points and ownership by historically disadvantaged individuals, women and disabled people constitutes 20 points.
6. *Evaluation of proposals will be done according to the following criteria. Sufficient information should be provided to allow for evaluation according to these criteria:*

Criteria	Points
<b>Technical merit of proposal (approach, time and deliverables)</b>	<b>30</b>
<b>Qualification, expertise and competencies of service provider</b>	<b>30</b>
<b>Employment Equity</b>	<b>20</b>
<b>Price</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

7. *Service providers who fail to score a minimum of 30 points out of a possible 60 points on technical merit and qualification criteria will not be eligible for further consideration.*

## **SUBMISSIONS**

The closing date for submissions is: **10:00am on 23 February 2009**

Interested parties are invited to submit their proposal via e-mail to both Lubabalo Ntsholo at [ntsholo@sanbi.org](mailto:ntsholo@sanbi.org) and to Monique Damons at [Damons@capeaction.org.za](mailto:Damons@capeaction.org.za)

Enquiries can be directed to either:

Lubabalo Ntsholo  
Email address: [ntsholo@sanbi.org](mailto:ntsholo@sanbi.org)  
Tel: (021) 7998817  
Fax: (021) 7971940

Monique Damons  
E-mail address: [Damons@capeaction.org.za](mailto:Damons@capeaction.org.za)  
Tel: 021 799 8864  
Fax: 021 797 3475

## TAX CLEARANCE REQUIREMENTS

### IT IS A CONDITION OF BID THAT -

The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on website [www.sars.gov.za](http://www.sars.gov.za)

Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za)

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

### PURCHASES

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDIs), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R500 000; and
- the 90/10 system for requirements with a Rand value above R500 000.

1.2 The value of this bid is estimated to not exceed R500 000 and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid are allocated as follows:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	<b>80</b>
<b>1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS</b>	
<b>(a) Historically Disadvantaged Individuals:</b>	
(i) who had no franchise in national elections before the 1983 and 1993 Constitutions	14
(ii) who is a female	4
(iii) who has a disability	2
<b>(b) Other specific goals (goals of the RDP- plus local manufacture)</b>	
(i)	.....
(ii)	.....
(iii)	.....
(iv)	.....
<b>Total points for Price, HDIs and other RDP-goals must not exceed</b>	<b>100</b>

Separate Preference Points Claim Forms will be used for the promotion of the specific goals for which points have been allocated in paragraph 1.3.1.2 (b) above.

1.4 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. GENERAL DEFINITIONS

2.1 **“Acceptable bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.2 **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.

2.3 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.4 **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

2.5 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state.

2.6 **“Specific contract participation goals”** means the goals as stipulated in the Preferential Procurement Regulations 2001.

2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.

2.7 **“Control”** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.8 **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.9 **“Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.

2.10 **“Historically Disadvantaged Individual (HDI)”** means a South African citizen

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution); and/or

(2) who is a female; and/or

(3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

2.11 **“Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

- 2.12 “**Owned**” means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 2.13 “**Person**” includes reference to a juristic person.
- 2.14 “**Rand value**” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 “**Small, Medium and Micro Enterprises (SMMEs)** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 “**Sub-contracting**” means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 “**Trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 2.18 “**Trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDIs, or in the case of a company, the percentage shares that are owned by individuals classified as HDIs, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

### 4. ADJUDICATION USING A POINT SYSTEM

- 4.1 The bidder obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

### 5. POINTS AWARDED FOR PRICE

#### 5.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

**6. Points awarded for historically disadvantaged individuals**

6.1 In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

6.4 Listed companies and tertiary institutions do not qualify for HDI preference points.

6.5 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.

6.6 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

**7. BID DECLARATION**

7.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

**8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.8.**

	<b>Ownership</b>	<b>Percentage owned</b>	<b>Points claimed</b>
8.1	Equity ownership <b>by persons who</b> had no franchise in the national <b>elections</b>	% .....	
8.2	Equity ownership <b>by women</b>	% .....	.....
8.3	Equity ownership <b>by disabled persons*</b>	% .....	.....

\*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

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9.10 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
  - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid; and

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER(S)

2. ....

DATE:.....

ADDRESS:.....

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